



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Accounting Technician
Office Technician (General)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2638 - \$3209 both levels

Will consider both classes for recruitment purposes

DUTIES:

Under the direct supervision of the Accounting Administrator I (Supervisor), the incumbent shall perform technical accounting functions and provide some clerical support to the Fiscal Services Unit.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Audit travel/relocation expense claims in accordance with DPA travel and relocation rules, Bargaining Unit Agreements, SCO Payroll Letters, and departmental policies.
- Calculate amount of reimbursement due employee.
- Review and process travel and expense advance requests.
- Prepare replenish claim schedules for the Office Revolving Fund.
- Assign codes in accordance with the Uniform Codes Manual.
- Prepare all claim schedules in accordance with the SAM and State Controller's Office requirements.
- Calculate and prepare year-end travel-related expenditure accruals.
- Must have ability to share job knowledge, skills and ideas, and to develop cooperative working relationships with staff of the State Treasurer's Office and Financing Authorities, State Controller's Office, Department of Finance, outside vendors, other State agencies and the public.
- Provides clerical support to the Fiscal Services unit by performing the following duties:
 - Prepare checks through the CALSTARS system.
 - Arrange for servicing and repair of office equipment including, but not limited to, printers, fax machines, and copy machines.
 - Records the payment of claim schedules to the office database and files the notice of payment (CD 102's).
 - Responsible for daily distribution of CALSTARS reports and printing of CALSTARS claim schedule face sheets and remittance advices.
 - Prints automated and types manual revolving fund checks.
- Process monthly phone bills. Work with Business Services and the phone companies to correct any problems. Prepare claim schedules in accordance with SAM and the State Controller's Office requirements.
- Review, audit and process CALCARD invoices. Assign codes in accordance with the Uniform Codes Manual. Prepare claim schedules in accordance with SAM and the State Controller's Office requirements.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to share job knowledge, skills and ideas

- Ability to use courtesy and tact
- Computer skills
- Good work habits, attendance and attitude

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Accounting Technician or Office Technician (G).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurers Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-200-1741-002" or "820-200-1138-002" next to the classification on your application/resume, i.e., Accounting Technician (820-200-1741-002) or Office Technician (820-200-1138-002).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC: (916) 653-3100
CALNET: (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.